

## **ESOL Teacher posting/job description**

**Join our team at The Jamaica Plain Community Centers Adult Learning Program.** We are seeking a part time ESOL teacher to teach Monday, Tuesday and Wednesday from 9:30am-12:30pm for the 2016-2017 academic year. With this position opportunities exist to: collaborate on new initiatives, gain experience in community outreach and development and build skills in a variety of content areas.

Compensation for the position includes 9 hours of teaching and 6 hours of prep including one meeting/week. May be potentially combined with additional PT positions to create a full time position.

### **Candidate Requirements:**

- B.A./B.S required, M.A./M.S. in ESOL, Education, or related field preferred
- Advanced use of Microsoft Office suite and Google Drive
- Ability to work independently and as part of a team
- Experience with and commitment to collaborative, achievement-oriented education
- Two years' experience of ABE instruction to diverse adults at various levels
- Knowledge of DESE guidelines, College and Career Readiness (CCR) standards, and ESOL Mass. Frameworks
- BEST+ and TABE Clas-e Certification preferred
- Must pass CORI/SORI background check
- Demonstration lesson required of final candidates

### **Teaching Responsibilities:**

- Instruct Adult Learners in ESOL language and life skills within a learner-centered, achievement-oriented program curriculum.
- Develop and implement ESOL curricula, assessment and instructional materials aligned to the Massachusetts curriculum frameworks and contextualized to college and career goal attainment
- Assist those who are ready to move to postsecondary, training and/or employment
- Assess students regularly with teacher-made assessments and ensure that all students are pre- and post-tested with a standardized assessment
- Hold 1:1 student progress meetings with progress checklists for each student 3x a year (December, March and May)
- Collaborate with Volunteer Coordinator regarding matches of tutors and in-class assistants; and alignment of tutoring materials and content with classroom lessons and student goals
- Engage and keep students motivated to continue their studies, collaborating with the Education and Career Advisor, Coordinator, and other Instructors to promote student persistence, including assisting students with their individual education and career plan, and overcoming obstacles to their learning
- Incorporate use of technology in class weekly

### **Administrative Responsibilities:**

- Participate constructively in weekly teachers or staff meetings.
- Participate in ongoing program and professional development opportunities to remain current in the field and increase proficiency, including all ESOL assessment certifications.
- Actively participate with student recruitment, outreach, and intake, placement, and orientation sessions for the morning program
- Administer BEST PLUS, and TABE assessments
- Use Google Drive including Calendar and Docs to support communication throughout the program and document work, including lesson plans and shared work on curriculum
- Be familiar with the student and staff handbooks and collaborate with enforcement of program policies.
- Maintain student data: test results, student work, and goals achieved in student files, and other reporting requirements.

**To apply:** Email cover letter and resume to [resumes@jpccalp.org](mailto:resumes@jpccalp.org)